

Purchase Orders

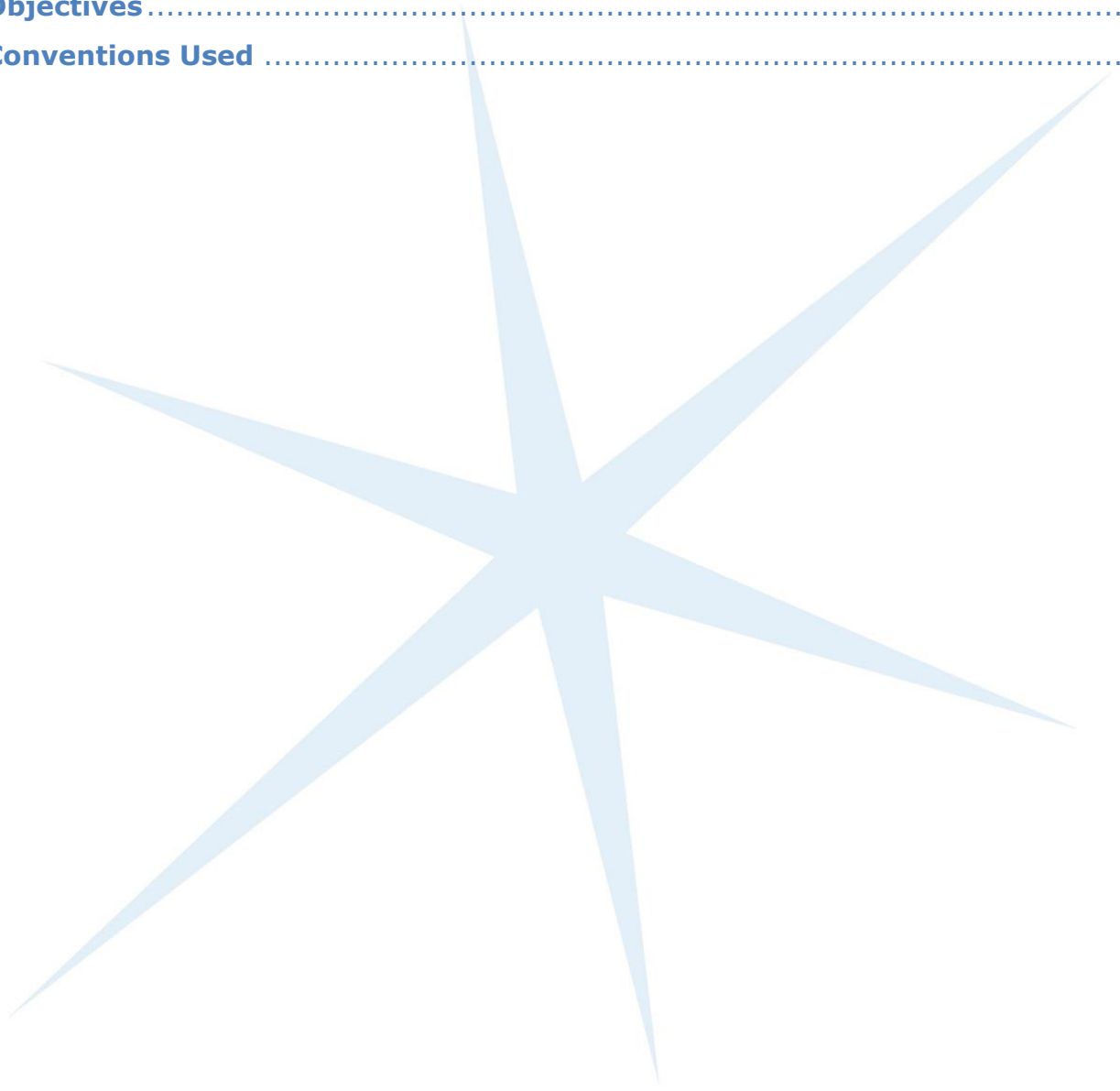
Customer Services Team

Sparkstone Technology Ltd



Contents

Purchase Order Process Help sheet	1
Objectives	3
Conventions Used	3
Introduction	4
Objectives	4
Conventions Used	4



Introduction

This document outlines the workflow for creating and processing purchase orders within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in creating and processing purchase orders.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Introduction

This document outlines the workflow for Creating Purchase orders and Invoicing/Crediting them within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in raising Purchase Orders & Invoicing/Crediting them.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Button Icons

These two magnifying glasses signify search this field and they open a new window to search for something:

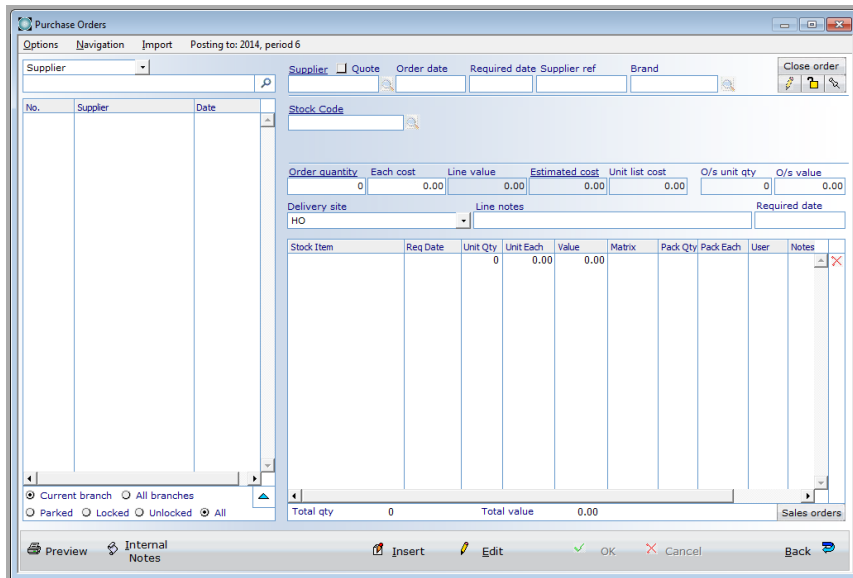


When deleting a line from the working list the following button can be used:

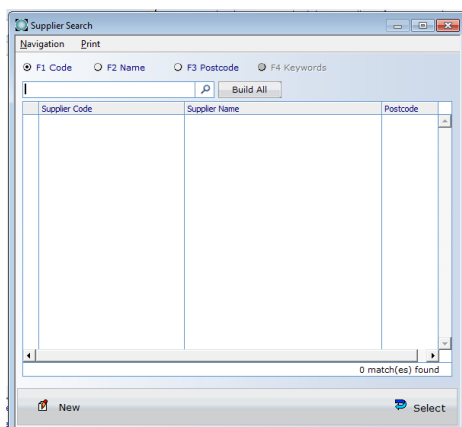


Raising a Purchase Order

The Purchase Order module can be accessed from more than one place in the system- from the stock record (Options > Purchasing > New Purchase Order) and through the Purchasing menu in Back Office | **Purchasing**| **Purchase Orders**:



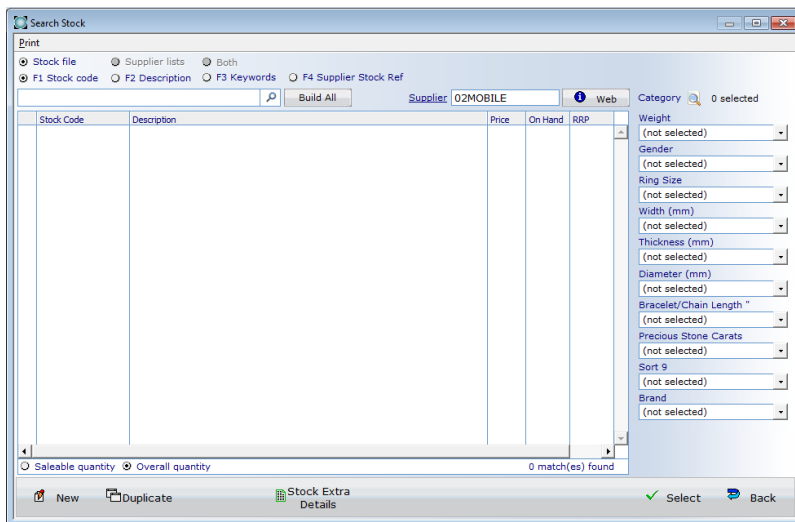
To create a new Purchase Order, click 'Insert' and the cursor will be placed into the supplier screen search.



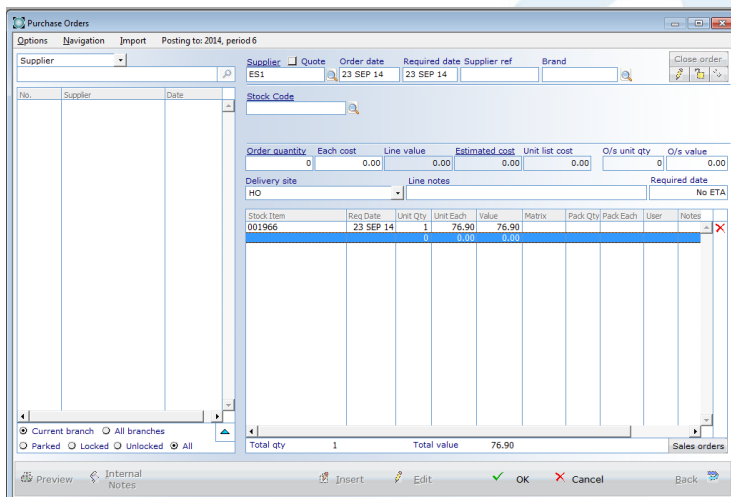
Type in an existing supplier name that you wish to search for, or if the supplier is not currently in the system click 'New' and this will open the Supplier window where a new one can be created.

Double click on the supplier to populate the field, type in the order date (or press tab if you would like to keep the date the same to the one entered) and

tab through to the Stock code field. Press the magnifying glass and the search stock window will be displayed:



Type in a specific code or press tab for all of the codes assigned to that supplier to be populated. Highlight the line or multiple lines and press 'Select', then enter the quantity and tab through. Type in the cost price if it differs from the previous logged price and press tab. Line notes can be added at this stage, which will show on the Purchase Order. Continue to tab through and the stock line will show at the bottom of the window:



Continue to add other stock items to the order and click OK to save down the order. Delivery options can also be added prior to saving down the order. To do this go to Options > Delivery Options (or Press CTRL and D together) and enter the required notes. Press back to return to the Purchase Order and click OK.

The system will prompt to ask if you would like to print the Purchase Order. Select YES to continue and to the select where the printout is going to go and click the print button.

Purchase Order

Electrical supplier
12 Electrical Road
Head Office

EL01 9PW
Phone: 01459 999998
Fax: 01459 999998
Phone:
Fax:

Purchase Order: 1

Deliver To:
Southampton

Invoice To:
Sparkstone Technology Ltd
Botley Mill
Botley
Henley
SO50 2HD

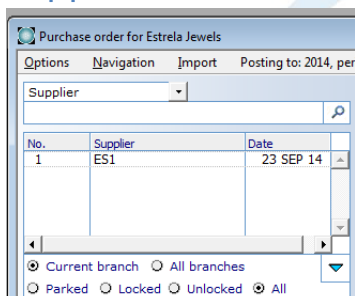
Date	Your Ref	User	SK	Line Code	Description	Quantity	Unit Cost(£)	Value(£)	Required
23 SEP				1	HP5012 (001966) 9CT DIAMOND PENDANT SI GH S/C	1	76.90	76.90	23 SEP

Duplicating a Purchase Order

It is possible to duplicate Purchase Orders and these can either be created as one-offs or a series of orders to be generated automatically by the system can be setup.

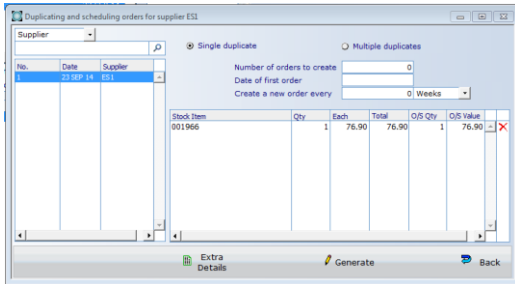
A duplicate order can be setup by locating an order that has been previously raised through the Purchase Order screen by going to the **Back Office | Purchasing | Purchase Orders**.

Search for the Purchase Order that you would like to duplicate either by supplier or tab and select it on the left hand side of the screen:



The Blue arrow on the bottom right of the image above can be selected to open the pane up further.

Go to Options > Duplicates (or Press CTRL and U together) and the below window will open:

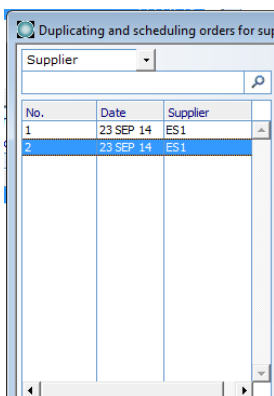


This will show all of the purchase orders from this supplier. As each order on the left is selected, the details of the order will be shown on the right.

To generate a single duplicate order, keep the black dot next to Single Duplicate. Alternatively, to generate multiples toggle to the button next to Multiple Duplicates and the black dot will appear there.

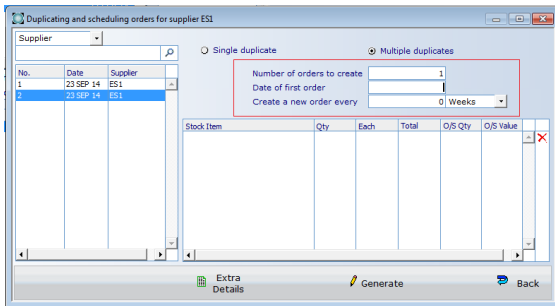
For Single Duplicates:

Select the Purchase order, click Generate and the prompt 'Generate Purchase Order' will be displayed. Click OK and the new purchase order will be shown in the list below the first one:



For Multiple Duplicates:

Select The Multiple Duplicates button and type in the number of orders to create, then press tab to move to the next field on the window. Enter the date of the first order then press tab and there it is possible to determine how many purchase orders to create in a given time frame:

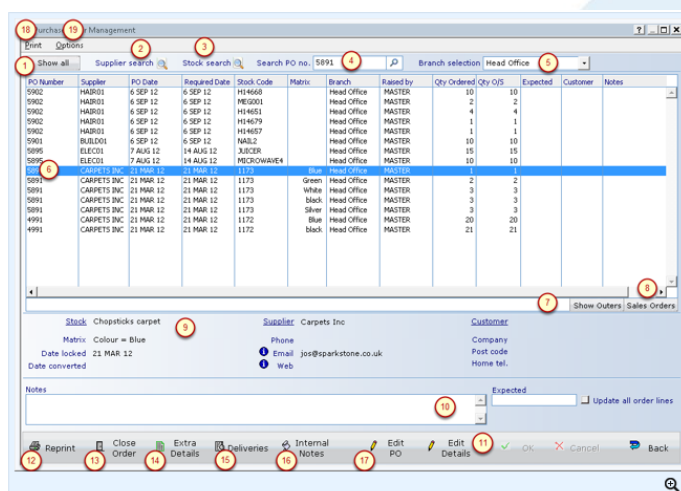


Click on the generate button for these orders to be duplicated.

To adjust the stock in the system from a purchase order, the goods in process is used. This information is located in the Getting Started help sheet.

Purchase Order management

The Purchase order management window provides an overview of the statuses or all purchase orders awaiting deliveries in the system. This window can be used to chase deliveries, add expected delivery dates and order notes, as well as amend and reprint purchase orders. Go to the **Back Office | Purchasing | Purchase Order Management**.



The screen is blank when first opened and there are various options for searching for the purchase orders that you wish to work with.

1. Clicking the 'Show All' button will list all purchase orders that are outstanding

2. Using the 'Supplier' spyglass will list all outstanding orders for your chosen supplier.

3. Using the 'Stock' spyglass will list all outstanding orders for your chosen stock item.
4. If you know a specific Purchase Order Number this can be entered in the PO number field.
5. Restrict the list to a particular branch or show all branches.
6. The results are shown in the main screen. You can click on the column headings to sort the data as required. You can see the amount originally ordered and the quantity outstanding to be delivered.

Viewing Further Information

7. Clicking on 'Show outers' changes the quantity column to show the number of units that are ordered where the stock item has outers.
8. Selecting 'Sales orders' - opens the outstanding sales order screen. This may be needed when a customer is associated with the purchase for example when it is a special order for a tailored item.
9. The pane below the purchase order listing provides extra information about the selected purchase order - including links to the stock record, supplier record and customer record if applicable. The 'date locked' is the date that the purchase order was prevented from being amended because it has been sent to the supplier. Date converted is no longer used in the system.

Adding Notes and Expected Delivery dates

10. Notes can be added to a selected line of the purchase order by clicking 'edit details' (11) and pressing OK to save. In addition you can attach an expected delivery date on each line of the order which can be updated to all the lines on the order by completing the tick box.

Other Purchase Order Tasks

12. Purchase Orders can be reprinted using the 'Reprint' button.
13. Outstanding and Partially complete orders can be closed using the 'Close Order' button.
14. The 'Extra Details' screen can be accessed using this button for the selected stock item.
15. Clicking on 'Deliveries' opens up the deliveries window.

16. 'Internal notes' opens the purchase order notes (ie. those associated with the whole order).

17. The 'Edit PO' button opens the purchase order for editing.

18. The 'Print' button also enables you to reprint any selected purchase orders.

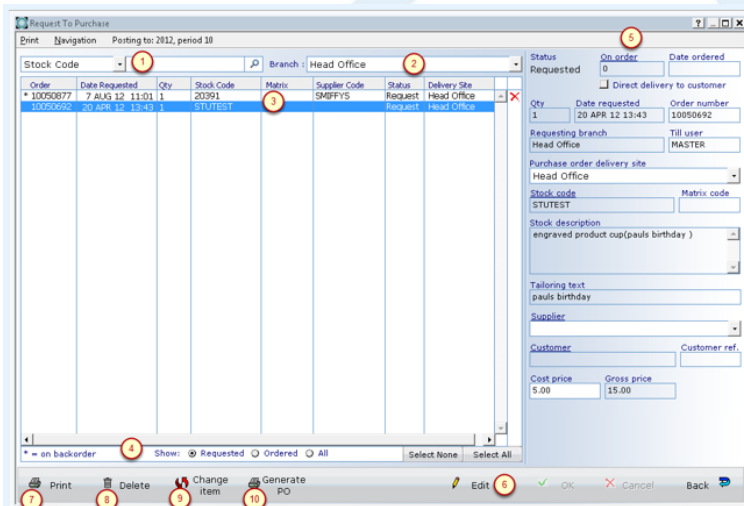
19. The 'Options' menu at the top of the screen has two menu choices:

a) Order Actions History: shows the audit history of all actions that have taken place on the selected purchase order. It shows when it was created and by whom and when it was emailed to the supplier and when it was locked.

b) Task Review- This option opens up the task review window which manages all the staff tasks relating to purchase orders.

Request to Purchase

It is possible to raise a Request to Purchase for an item that is not in stock, for a customer order. The RTP window enables the user to see which items have been requested and which ones can be built into purchase orders. Go to the **Back Office | Purchasing| Purchase Requests (RTP):**



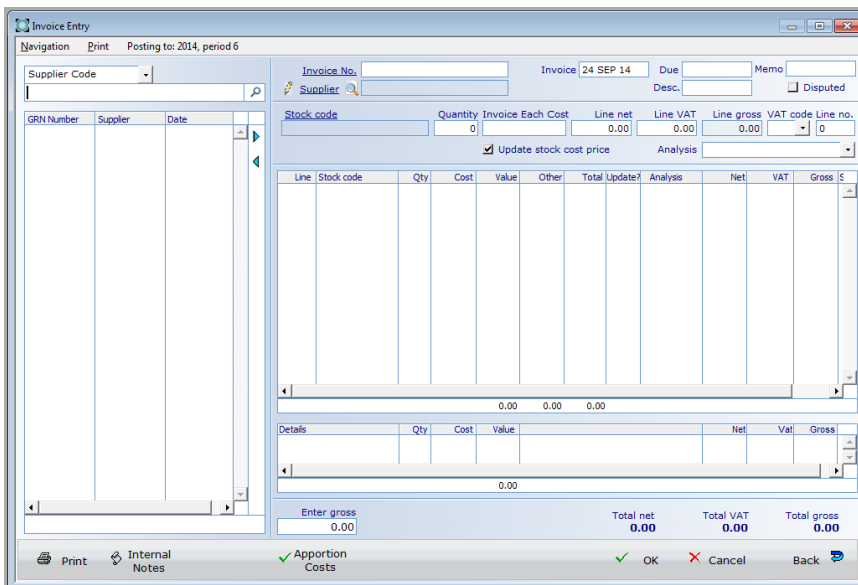
Throughout the front tilling and back office users are able to raise "Request to Purchase" transactions. These transactions do NOT trigger a purchase order

but act as a memo. They can then be reviewed, amended and collected together into purchase orders to send to suppliers or deleted if not needed.

1. To select which RTP's you would like to list, choose to search by stock code or supplier code from the drop down box and then enter the required information in the search box and press the magnifying glass.
2. Alternatively use the branch drop down list to select RTP's for a particular branch.
3. The RTP information is displayed in a list. You can sort by a particular column by clicking on the top of the column.
4. You can amend the RTP's included in the list by filtering those that are **requested**, those that have progressed to a purchase order or both. In addition you can use the 'Select None' or 'Select All' buttons to quickly select the lines to be included in an order.
5. On the right hand side pane the detailed information relating to the selected RTP line is shown. Some of this information can be amended by using the edit button (6), making the change and saving using the 'OK' button. The quantity cannot be amended because it may be linked to a customer sales order line and amending this would break the link. There are also drill down links to the **customer** and **supplier** records associated with the RTP.
6. The 'Edit' button enables you to amend the information on the right hand pane.
7. The details of the selected RTP can be printed using the 'Print' button.
8. One or many RTP's can be deleted by selecting the line(s) to be deleted and pressing the 'Delete' button. It should be noted that deleting a line may delete the link back to the sales order - which will not therefore be fulfilled.
9. 'Change item' replaces the stock item in the highlighted RTP line. A pop-up window allows the user to choose an alternative stock item, and this replaces the stock item and the supplier if appropriate.
10. 'Generate PO' creates purchase order(s) for all selected RTP lines. If unlocked purchase orders already exist for the stock items these are shown and you are asked to confirm whether you wish to add the RTP item to an existing order or create a new order. The new RTP line will be shown separately to other lines on the order even if it is the same stock item. It is then possible to print and view the purchase orders before sending them to the supplier.

Purchase Invoice/Credits

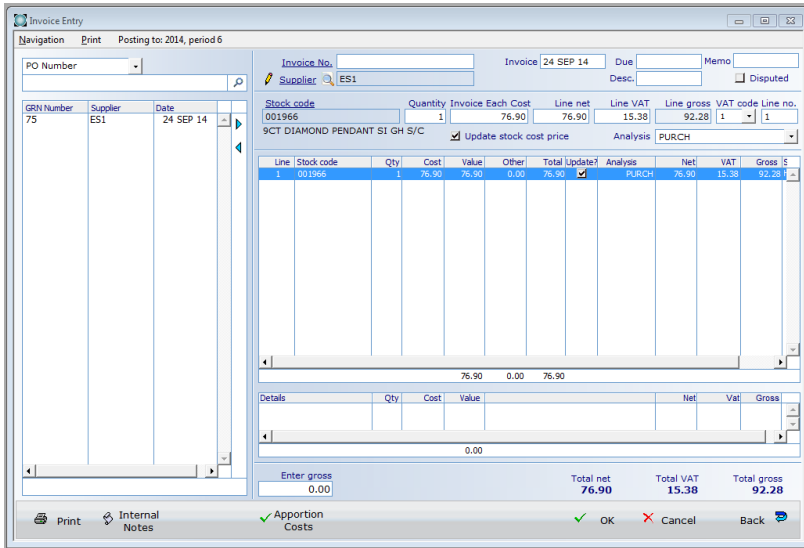
Once a Purchase order has been booked in, Purchase Invoices can be raised against them by going to **Back Office | Purchasing| Purchase Invoice/Credits:**



This is the final check you have to verify that all of the items have been booked in at the right costs and that the money being paid to the supplier is correct.

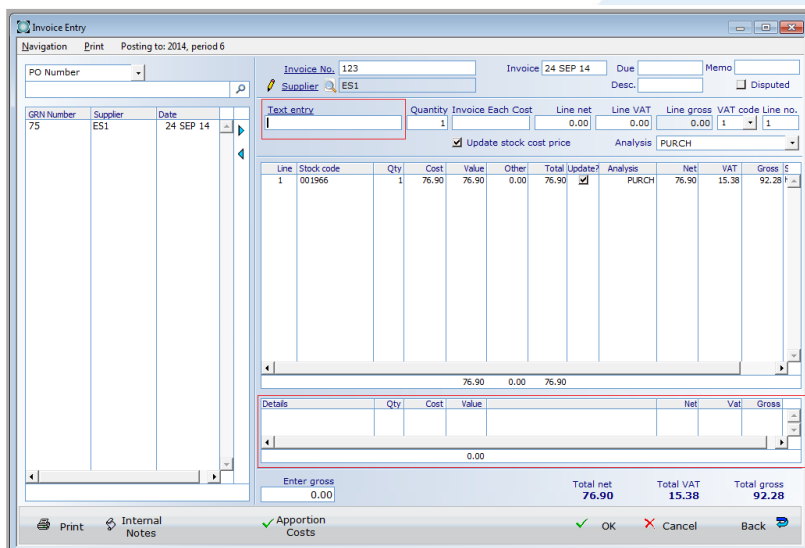
In the drop down in the top right, this can be selecting to change the search between supplier code, GRN Number and PO Number. Place the cursor in the box below the drop down and press tab. This will populate all of the Purchase orders, for example.

Double click on the Purchase Order on the left and the details will show on the right hand side:

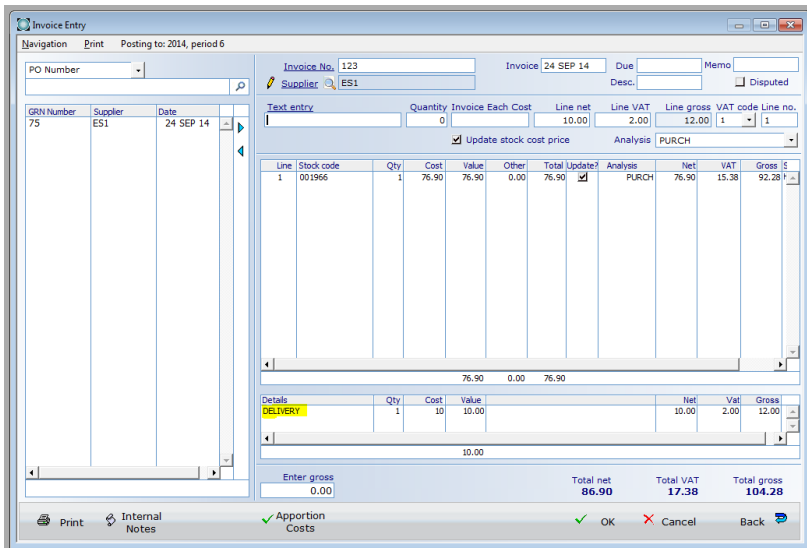


Enter an invoice number at the top and tab through the additional fields. At this point, cost prices can be changed and additional lines can be added. Depending how it is configured, there is also a pop-up where the Gross sell price can be shown and edited.

If there is an item like a price record that needs to be added to the invoice, the '@stock Record' button can be toggled and it will change to 'Text Entry'. These details will appear in the details section below:



For example:

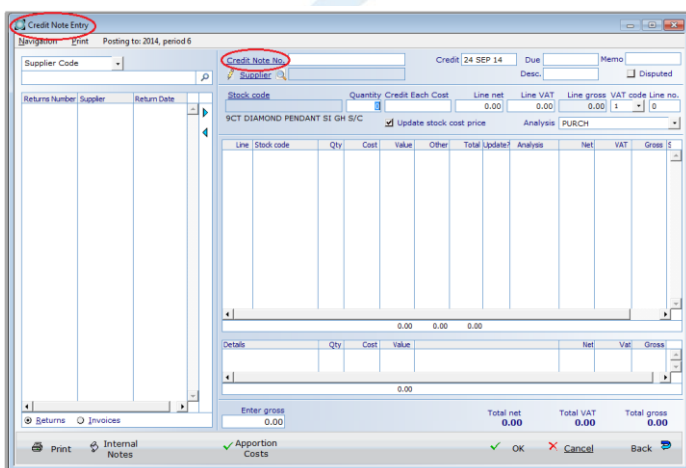


If necessary, the 'Apportion Costs' button can be checked to apportion the delivery costs across the whole invoice, which will change the line total on the Purchase Order.

Once everything has been entered and the prices have been checked, save down the invoice by pressing 'OK'. A prompt will appear asking to update stock, click 'YES'.

Crediting Purchase Orders

If instead of an invoice a credit needs to be raised against the supplier, this can be done by toggling the Invoice button, which changes to say 'Credit Note':



Enter the details in the same way as before and click 'OK' to save.